



# **TASK ORDER**

**47QFCA19F0035**

## **WEB SUPPORT PROGRAM (WSP)**

**in support of:**

### **UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM) UNITED STATES COMBATANT COMMANDS (CCMDs)**

**Issued to:**

**General Dynamics Information Technology, Inc. under contract GS00Q14OADU116**

**Conducted under Federal Acquisition Regulation (FAR) 16.505**

**Issued by:**

**The Federal Systems Integration and Management Center (FEDSIM)  
1800 F Street, NW (QF0B)  
Washington, D.C. 20405**

**MODIFICATION P00055**

**September 9, 2021**

**Project ID Number 47QFCA21Z0918 (DE00918)**

## SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

### **B.1 GENERAL**

The work shall be performed in accordance with all Sections of this Task Order (TO) and the contractor's Basic Contract, under which the resulting TO will be placed. This One Acquisition Solution for Integrated Services (OASIS) TO falls under Unrestricted Pool One. An acronym listing to support this TO is included in Section J, Attachment B.

### **B.2 CONTRACT ACCESS FEE (CAF)**

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a CAF. In accordance with the OASIS base contract, the CAF shall be 0.1 percent of the total TO value. This TO shall have a separate cost-reimbursable Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO Award (TOA).

### **B.3 ORDER TYPES**

The contractor shall perform the effort required by this TO on a:

- a. Cost-Plus-Award-Fee (CPAF) basis for mandatory labor CLINs 0001, 1001, 2001, 3001, 4001 and 5001
- b. Cost-reimbursable Not-to-Exceed (NTE) basis for:
  1. Long-Distance travel CLINs 0002, 1002, 2002, 3002, 4002 and 5002
  2. Materials and Equipment CLINs 0003, 1003, 2003, 3003, 4003 and 5003
  3. Other Direct Cost (ODC) CLINs 0004, 1004, 2004, 3004, 4004 and 5004
  4. CAF CLINs 0005, 1005, 2005, 3005, 4005 and 5005

### **B.4 SERVICES AND PRICES/COSTS**

Long-distance travel is defined as travel over 50 miles from the contractor employee's duty station and/or assigned place of performance. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CAF	Contract Access Fee
CLIN	Contract Line Item Number
CPAF	Cost-Plus-Award-Fee
NTE	Not-to-Exceed
ODC	Other Direct Cost

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.4.1 BASE PERIOD:**

**MANDATORY CPAF LABORCLIN**

CLIN	Description	Cost	Award Fee	Total CPAF
0001	Labor (Tasks 1–5)	(b) (4)		(b) (4)

**COST-REIMBURSEMENT TRAVEL, MATERIALS AND EQUIPMENT, AND ODC CLINs**

CLIN	Description		Total Ceiling Price
0002	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
0003	Materials and Equipment Including Indirect Handling Rate (b) (4)	NTE	
0004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
0005	CAF	NTE	(b) (4)

**TOTAL CEILING BASE PERIOD CLINs:**

**\$62,236,636**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.4.2 FIRST OPTION PERIOD:**

**MANDATORY CPAF LABOR CLIN**

CLIN	Description	Cost	Award Fee	Total CPAF
1001	Labor (Tasks 1–5)	(b) (4)		(b) (4)

**COST-REIMBURSEMENT TRAVEL, MATERIALS AND EQUIPMENT, AND ODC CLINs**

CLIN	Description		Total Ceiling Price
1002	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
1003	Materials and Equipment Including Indirect Handling Rate (b) (4)	NTE	
1004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
1005	CAF	NTE	(b) (4)

**TOTAL CEILING FIRST OPTION PERIOD CLINs:**

**\$75,069,898**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.4.3 SECOND OPTION PERIOD:  
MANDATORY CPAF LABOR CLIN**

CLIN	Descripti	Cost	Award Fee	Total CPAF
2001	Labor (Tasks 1–5)	(b) (4)		(b) (4)

**COST-REIMBURSEMENT TRAVEL, MATERIALS AND EQUIPMENT, AND ODC  
CLINs**

CLIN	Description		Total Ceiling Price
2002	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
2003	Materials and Equipment Including Indirect Handling Rate (b) (4)	NTE	
2004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
2005	CAF	NTE	(b) (4)

**TOTAL CEILING SECOND OPTION PERIOD CLINs:**

**\$46,278,028**



SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.4.4 THIRD OPTION PERIOD:**

**MANDATORY CPAF LABORCLIN**

CLIN	Description	Cost	Award Fee	Total CPAF
3001	Labor (Tasks 1–5)	(b) (4)		(b) (4)

**COST-REIMBURSEMENT TRAVEL, MATERIALS AND EQUIPMENT, AND ODC CLINs**

CLIN	Description		Total Ceiling Price
3002	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
3003	Materials and Equipment Including Indirect Handling Rate (b) (4)	NTE	
3004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
3005	CAF	NTE	(b) (4)

**TOTAL CEILING THIRD OPTION PERIOD CLINs:**

**\$80,155,671**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.4.5 FOURTH OPTION PERIOD:  
MANDATORY CPAF LABORCLIN**

CLIN	Description	Cost	Award Fee	Total CPAF
4001	Labor (Tasks 1–5)	(b) (4)		(b) (4)

**COST-REIMBURSEMENT TRAVEL, MATERIALS AND EQUIPMENT, AND ODC  
CLINs**

CLIN	Description		Total Ceiling Price
4002	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
4003	Materials and Equipment Including Indirect Handling Rate (b) (4)	NTE	
4004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
4005	CAF	NTE	(b) (4)

**TOTAL CEILING FOURTH OPTION PERIOD CLINs:** **\$83,308,837**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.4.6 FIFTH OPTION PERIOD:**

**MANDATORY CPAF LABORCLIN**

CLIN	Description	Cost	Award Fee	Total CPAF
5001	Labor (Tasks 1–5)	(b) (4)		(b) (4)

**COST-REIMBURSEMENT TRAVEL, MATERIALS AND EQUIPMENT, AND ODC CLINs**

CLIN	Description		Total Ceiling Price
5002	Long-Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
5003	Materials and Equipment Including Indirect Handling Rate (b) (4)	NTE	
5004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
5005	CAF	NTE	(b) (4)

**TOTAL CEILING FIFTH OPTION PERIOD CLINs:** **\$30,852,019**

**GRAND TOTAL CEILING ALL CLINs:** **\$377,901,089**



## **B.5 SECTION B TABLES**

### **B.5.1 MATERIALS AND EQUIPMENT, OTHER DIRECT COSTS (ODCs) AND LONG-DISTANCE TRAVEL HANDLING RATE**

Materials and Equipment, ODCs, and Long-Distance Travel costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed practices, provided that the basic contract does not prohibit the application of indirect rate(s) on these costs.

- a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- b. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

### **B.5.2 DIRECT LABOR RATES**

Labor categories proposed shall be mapped to existing OASIS labor categories. Labor categories for specialized support not defined in the OASIS master contract shall map to the Office of Management and Budget (OMB) Service Occupation Classification (SOC).

The Contractor may deviate from the Junior, Journeyman, Senior, and Subject Matter Expert (SME) definitions in Section J.1. of the OASIS master contract, as long as the Contractor clearly identifies the deviation and notifies the Contracting Officer and FEDSIM Contracting Officer Representative reasonably in advance prior to execution. Deviations are only applicable to non-Key Personnel. Additionally, the following qualification substitution chart applies.

Bachelor's Degree	6 years' work experience may be substituted for a Bachelor's Degree	Associate's Degree plus 4 years' work experience may be substituted for a Bachelor's Degree
Master's Degree	12 years' work experience may be substituted for a Master's Degree	Bachelor's Degree plus 8 years' work experience may be substituted for a Master's Degree
Doctorate's Degree	20 years' work experience may be substituted for a Doctorate's Degree	Bachelor's Degree plus 16 years' work experience, or a Master's Degree plus 12 years work experience may be substituted for a Doctorate's Degree

### **B.5.3 ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING**

The costs to be reported are those associated with the reporting requirements specified in Section C.4.1.1 and shall be reported under CLIN X001.

## **B.6 INCREMENTAL FUNDING**

### **B.6.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding in the amount of \$ **\$166,152,852.02** for CLIN 0001 through CLIN 3005 is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs may be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered

by the

allotments for the mandatory CLINs is from award through **September 17, 2021**, unless otherwise noted in Section B. The TO may be modified to add funds incrementally up to the maximum of **\$377,901,089** over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

#### **Incremental Funding Chart for CPAF**

See Section J, Attachment C - Incremental Funding Chart (Excel Spreadsheet).

#### **B.7 ANCILLARY SUPPORT**

Ancillary Information Technology (IT) support may be required during TO performance. The Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR) will communicate all requests for ancillary support to the contractor.

#### **B.8 AWARD FEE POOL VALUE REPORTING TABLE**

The Award Fee Determination Plan (AFDP) establishes award fee. See Section J, Attachment D – Award Fee Determination Plan (Word document).

## **C.1 BACKGROUND**

Regional threats, including hostile nation states, terrorist organizations, and extremists acting alone or in concert with global organizations, and global threats are prolific across the world. Though the threat environment throughout the world remains fairly constant in some regards, it is continually evolving with new threats emerging every day, that are adapting to the use of ever changing technology across multiple spectrums and geographies. The United States (U.S.) military must adapt to defend the homeland, advance its strategic interests, provide global security, and prepare forces for theater. Combating these threats requires the U.S. military to possess significant knowledge of the strategic, operational, and tactical environments in order to permit coordinated and informed U.S. military operations.

The Combatant Commands (CCMDs) have experienced dramatic changes in the security situation in their Areas of Responsibility (AORs) over the past few years. These changes have significant ramifications for U.S. national security interests and those of its coalition partners. As a result, the CCMDs are tasked with assessing the threat and engaging to degrade the adversary's information-related capabilities from both state and non-state actors.

Military Information Support Operations (MISO) are planned operations to convey selected information and indicators to audiences to influence their emotions, motives, and objective reasoning, and ultimately the behavior of governments, organizations, groups, and individuals. With the growth of the Internet, threats and opportunities have expanded against the U.S. For the national security agencies and organizations with the mission to protect Americans and America's allies, MISO has expanded to include Internet-based operations to provide the capacity to analyze, measure, and engage within the Internet's information environments.

With the rise of social media, forums, and various information environments as central locations for people to seek and disseminate information, as well as to join communities of interest, the CCMDs, their components, strategic partners, and interagency partners must understand what is being said by whom, how much authority to bestow upon that individual, and how that information is being propagated through the Internet.

### **C.1.1 PURPOSE**

The purpose of this requirement is to develop and maintain current Department of Defense (DoD) programs to conduct AOR-wide influence capabilities with an emphasis on Internet-based MISO activities. This TO will provide the capability to provide planning support, analytical support, execution support, and assessment support to conduct Internet-based MISO. Additionally, the TO shall provide mission infrastructure and training support.

### **C.1.2 AGENCY MISSION**

#### **C.1.2.1 U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)**

The USSOCOM is responsible for planning for and conducting special operations. It offers direct action in the form of short duration strikes and small-scale offensives, special reconnaissance, unconventional warfare, foreign internal defense, civil affairs operations, counterterrorism, psychological operations, information operations, counter-proliferation of weapons of mass

destruction, security force assistance, counterinsurgency operations, and any specific activities directed by the President or the Secretary of Defense.

USSOCOM synchronizes the planning of Special Operations and provides Special Operations Forces to support persistent, networked, and distributed Global CCMD operations in order to protect and advance our Nation's interests.

**C.1.2.2 U.S. AFRICA COMMAND (USAFRICOM)**

USAFRICOM is responsible for military relations with African nations, the African Union, and African regional security organizations. It protects and defends the interests of the U.S. by strengthening the defense capabilities of African nations and, in cooperation with African governments, conducts military missions that increases security while deterring and defeating a variety of transnational threats.

USAFRICOM, with partners, disrupts and neutralizes transnational threats, protects U.S. personnel and facilities, prevents and mitigates conflict, and builds African partner defense capability and capacity in order to promote regional security, stability, and prosperity.

**C.1.2.3 U.S. CENTRAL COMMAND (USCENTCOM)**

USCENTCOM AOR spans over twenty countries stretching from Northeast Africa across the Middle East to Central and South Asia: Afghanistan, Bahrain, Egypt, Iran, Iraq, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Turkmenistan, United Arab Emirates, Uzbekistan, and Yemen. USCENTCOM's mission is to direct and enable military operations and activities with allies and partners to increase regional security and stability in support of enduring U.S. interests. This is accomplished through a strategic approach of preparing the environment, pursuing opportunities, and prevailing in conflict.

**C.1.2.4 U.S. EUROPEAN COMMAND (USEUCOM)**

USEUCOM works with North Atlantic Treaty Organization (NATO) and other partner nations to address the security and defense needs of nations in Europe and parts of the Middle East and Eurasia. USEUCOM coordinates with these nations to find cooperative solutions in peace and wartime, alike, plan training missions, provide humanitarian assistance, and develop strategies for promoting peace and stability in the region.

USEUCOM's mission is to prepare ready forces, ensure strategic access, deter conflict, enable the NATO Alliance, strengthen partnerships, and counter transnational threats in order to protect and defend the U.S.

**C.1.2.5 U.S. INDO-PACIFIC COMMAND (USINDOPACOM)**

The USINDOPACOM AOR encompasses about half the earth's surface, stretching from the waters off the west coast of the U.S. to the western border of India, and from Antarctica to the North Pole. There are few regions as culturally, socially, economically, and geo-politically diverse as the Asia-Pacific. The 36 nations that comprising the Asia-Pacific region are home to more than 50% of the world's population; 3,000 different languages; several of the world's largest militaries; and five nations allied with the U.S. through mutual defense treaties. Two of

the three largest economies are located in the Asia-Pacific along with ten of the 14th smallest. The AOR includes the most populous nation in the world, the largest democracy, and the largest Muslim-majority nation. More than one third of Asia-Pacific nations are smaller, island nations that include the smallest republic in the world and the smallest nation in Asia.

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the U.S., its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Indo-Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win.

## **C.2 SCOPE**

The scope of this effort will include activities related to supporting Internet-based MISO to the supported CCMDs and their strategic and operational partners. This support will directly assist the CCMD's long-term, enduring efforts to counter terrorist's ideologies, malign influence from state actors, and the CCMD's impact on regional stability in the supported AORs.

USSOCOM, USAFRICOM, USCENTCOM, USEUCOM, and USINDOPACOM are the initial organizations supported by this TO, but the contractor may be required to support U.S. Northern Command (USNORTHCOM) and U.S. Southern Command (USSOUTHCOM).

Contractor support will be required on- and off-site at various locations of supported AORs. The contractor will be required to travel to locations in the Continental United States (CONUS) and Outside CONUS (OCONUS) locations to support the requirements identified in this TO.

Primary services shall be provided at designated facilities on or nearby MacDill Air Force Base and its partner CCMDs/subordinate commands and components. A contractor-provided facility may be required during this TO to support the Web Support Program (WSP).

## **C.3 OBJECTIVE**

The objective is to reduce, defeat, and deter the activities of the nation's adversaries by providing the CCMDs and partner organizations with Internet-based MISO support that will provide an advantage over the nation's adversaries.

## **C.4 TASKS**

The following tasks in support of this TO are detailed below:

- a. Task 1 – Provide Program Management
- b. Task 2 – Conduct Internet-Based MISO
- c. Task 3 – Provide Mission Infrastructure Support
- d. Task 4 – Provide Training In Support Of Internet-Based MISO
- e. Task 5 – Provide Partner Nation And Multi-National Enabling Efforts



#### **C.4.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT**

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this PWS.

##### **C.4.1.1 SUBTASK 1 – ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING**

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this TO via a secure data collection site. The contractor shall completely fill in all required data fields using the following web address: <https://www.sam.gov/>.

Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the support desk at: <https://www.sam.gov/>.

Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

##### **C.4.1.2 SUBTASK 2 – COORDINATE A PROGRAM KICK-OFF MEETING**

The contractor shall schedule, coordinate, and host a Program Kick-Off Meeting at the location approved by the Government (Section F, Deliverable 01). The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from the directorates, other relevant Government personnel, and the FEDSIM COR.

Prior to the Kick-Off Meeting, the contractor shall provide a Kick-Off Meeting Agenda (Section F, Deliverable 02) for review and approval by the FEDSIM COR and the USSOCOM Technical Point of Contacts (TPOC) prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

- a. Introduction of Team Members and Personnel:
  - 1. Points of contact (POCs) for all parties.
  - 2. Personnel discussion (i.e., roles and responsibilities and lines of communication between contractor and Government).
  - 3. Overview of the customer organizations.
- b. TO Management:
  - 1. Overview of program task areas.
  - 2. Identified risks and issues and applicable mitigation plans.

3. TO logistics.
- c. Deliverables
  1. Draft Program Management Plan (PMP) (Section F, Deliverable 03) and discussion including schedule, tasks, etc.
  2. Updated Transition-In Plan (Section F, Deliverable 06) and discussion.

The Government will provide the contractor with the number of Government participants for the Kick-Off Meeting and the contractor shall provide sufficient copies of the presentation for all present.

The contractor shall draft and provide a Kick-Off Meeting Minutes in accordance with Section C.4.1.7, Provide Meeting Minutes, documenting the Kick-Off Meeting discussion and capturing any action items.

#### **C.4.1.3 SUBTASK 3 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor shall develop and provide an MSR (Section F, Deliverable 12). The MSR shall include the following:

- a. Summarize the TO management and technical progress to date, by CCMD and by task.
- b. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- c. Personnel gains, losses, and staffing status of Key and non-Key Personnel (security clearance, upcoming leave status, etc.).
- d. Activities during reporting period, by task (include on-going activities, new activities, and activities completed, and progress to date on all above mentioned activities). Each section shall start with a brief description of the task.
  1. Operational Platforms (OP) Assessment – report recommended additions, deletions, and changes to the OP for Government approval, providing a list of recommended OP on which to maintain a presence, list OP that have become significantly less influential or significantly more influential, and include the associated analysis. Provide an assessment of the validity of the OP as a key node within the threat information environment. This will guide and inform the Government on which OP to allocate resources.
  2. OP Depiction – when requested by the Government provide a graphic description of OP. This graphic will show key communicators with associated conversational, thread-to-thread linkages to other OP.
  3. Operating Environment Depiction – provide a graphic description of the operating environment. The graphic will map the operating environment by sentiment across one axis, influence across the second axis, and volume of content across a third axis.
  4. Qualitative/Quantitative (Q/Q) reporting – determinations on online sentiment, sentiment toward the key tenants/influence objectives of the assigned OP, and change in sentiment within the OP across the program.
  5. Measure the effectiveness of relevant activity; measure the relevance and influence of the actors and their networks, and chart nodal relationships and affinities.

## SECTION C – PERFORMANCE WORK STATEMENT

- e. Problems and corrective actions taken. Also include issues or concerns that may affect project deliverables, personnel, and cost resources; include proposed resolutions and mitigation plans to address them.
- f. Contractor Action Items (including those reported since last MSR and other deliverables).
- g. Summary of trips taken, to include traveler's name, trip description, location, and cost or estimate of trip.
- h. Financial status includes, but is not limited to:
  - 1. Cost incurred by CLIN.
  - 2. Actual TO burn through the current month, and projected cost of each CLIN.
  - 3. Chart for each CLIN reflecting funding and burn rate for the month and cumulative, to include obligated funding, invoiced, and forecasted.
  - 4. Cumulative invoiced amounts for each CLIN and labor task totals to-date.
- i. Improvements in contractor processes.
- j. PMP changes.
- k. Training Support Package (TSP) Updates (Section C.4.4).
- l. Emerging technology identification.
- m. Government actions required (deliverables awaiting Government approval, etc.).

### **C.4.1.4 SUBTAKS 4 – CONVENE MONTHLY STATUS MEETINGS**

The contractor shall convene a Monthly Status Meeting with the USSOCOM TPOC, FEDSIM COR, and other Government stakeholders (Section F, Deliverable 11). The purpose of this monthly meeting is to ensure all stakeholders are informed of the monthly activities and the MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor shall provide meeting minutes on the monthly status meeting in accordance with Section C.4.1.7, Prepare Meeting Minutes.

### **C.4.1.5 SUBTASK 5 – PREPARE A PROGRAM MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP. The contractor shall provide the Government with a draft PMP (Section F, Deliverable 03) on which the Government will make comments. The final PMP (Section F, Deliverable 04) shall incorporate the Government's comments.

The PMP shall:

- a. Describe the management approach.
- b. Contain the Program Organization, Key Personnel, and Organization Chart.
- c. Include the Program Staffing Plan.
- d. Contain detailed Standard Operating Procedures (SOPs) for all tasks.
- e. Include milestones, tasks, and subtasks required in this TO.
- f. Describe in detail the contractor's approach to risk management under this TO.
- g. Describe in detail the contractor's approach to communications, including processes, procedures, communication approach, and other rules of engagement between the contractor and the Government.

- h. Include general operating procedures for:
  - 1. Invoicing
  - 2. Travel
  - 3. Work hours
  - 4. Leave
  - 5. Deliverables
  - 6. Staff training policies
  - 7. Problem/issue resolution procedures

**C.4.1.6 SUBTASK 6 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)**

The PMP is an evolutionary document that shall be updated annually at a minimum (Section F, Deliverable 05). The contractor shall work from the latest Government-approved version of the PMP.

**C.4.1.7 SUBTASK 7 – PREPARE MEETING MINUTES**

The contractor shall submit Meeting Minutes (Section F, Deliverable 13), as requested by the USSOCOM TPOC and/or FEDSIM COR, to document results of meetings. The meeting minutes shall include the following information:

- a. Meeting attendees and their contact information – at a minimum, identify organizations represented.
- b. Meeting dates.
- c. Meeting location.
- d. Meeting agenda.
- e. Meeting purpose.
- f. Meeting outcome.
- g. Action items.

**C.4.1.8 SUBTASK 8 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted (Section F, Deliverable 15). The contractor shall keep a summary/spreadsheet of all long-distance travel including, at a minimum, the name of the employee, location of travel, duration of trip, and POC at travel location. Trip reports shall also contain Government approval authority, total cost of the trip, a detailed description of the purpose of the trip, and any knowledge gained. At a minimum, trip reports shall be prepared with the information provided in Section J, Attachment G.

**C.4.1.9 SUBTASK 9 – PREPARE AD HOC PRODUCTS**

The contractor shall develop and prepare Ad Hoc Products (Section F, Deliverable 14) when requested by the FEDSIM COR and USSOCOM TPOC. At a minimum, the Ad Hoc Products shall include the following:

## SECTION C – PERFORMANCE WORK STATEMENT

- a. Daily and Weekly reports to include Situation Reports (SITREPs), summaries, and action updates.
- b. Operational activities:
  - 1. Provide activity report, by project, highlighting the operation platform and threads on which operators are engaging, narrative supported, participants on the thread by sentiment, number of posts on the thread, sentiment of the thread, and description of thread content. Indicate account updates and key operational highlights of significance.
  - 2. Provide websites activity report for CCMDs websites highlighting number of articles posted, particular articles' impact, metrics and Measure of Performance (MOP) or Measure of Effectiveness (MOE) indicators (i.e., reads generated from uses in the respective CCMDs AOR, number or percentage of articles shared, articles and reader comments of significance as well readership, advertising, and social media trends.
  - 3. Provide online engagements activity reports to indicate account updates and key operational highlights of significance.
  - 4. Provide reports of any threats against U.S. persons, property, or partners received or posted to websites, social media pages, or in other related media.
  - 5. Analytical reports shall include web-enabled dashboards, information graphics, and text-based reports. Dashboards shall regenerate regularly at near-real time as new content is ingested, analyzed, and measured.
  - 6. Operational platform (e.g., social media sites and forums) reports to include action notes, slides, updates, and storyboards.
- c. Capturing emerging Tactics, Techniques, and Procedures (TTPs):
  - 1. Document TTPs analysis as teams conduct successful online engagements.
  - 2. Analysis should include, but is not limited to, description of TTPs, category of site on which the TTPs was successful, and information required for TTPs to be repeated.
- d. Methodology:
  - 1. Identify the process, activity, or experience.
  - 2. Identify the problem or success.
  - 3. Describe the impact of the problem or success.
  - 4. Identify potential solution to the problem or success.
  - 5. Collate into an instructional manual detailing the capabilities, authorities, processes, and resources necessary to repeat or export a project should the Government choose to do so.
- e. Mission Infrastructure Reports:
  - 1. Technical usage reports on all hardware and software that support the TO that details all instances of down-time in the software solutions, websites, technical malfunctions, or disruptions in service. Include all measures taken to correct issues; time elapsed between notification and remedy, and steps to ensure malfunction does not occur again.



2. Cyber-attack reports of all suspected and realized cyber-attack attempts against DoD websites supported under this TO or operational platform pages to include detailed impact and mitigation efforts.

#### **C.4.1.10 SUBTASK 10 –TRANSITION-IN**

The contractor shall update the draft Transition-In Plan (Section F, Deliverable 06) provided with its proposal and provide a final Transition-In Plan as required in Section F (Section F, Deliverable 07). The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. The contractor shall implement its Transition-In Plan No Later Than (NLT) 30 calendar days after award, and all transition activities shall be completed 90 calendar days after approval of final Transition-In Plan (Section F, Deliverable 07).

#### **C.4.1.11 SUBTASK 11 –TRANSITION-OUT**

The contractor shall provide Transition-Out support when required by the Government. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a draft Transition-Out Plan within six months of Project Start (PS) (Section F, Deliverable 08). The Government will work with the contractor to finalize the Transition-Out Plan (Section F, Deliverable 09) in accordance with Section E. At a minimum, this Transition-Out Plan shall be reviewed and updated on an annual basis (Section F, Deliverable 10). Additionally, the Transition-Out Plan shall be reviewed and updated quarterly during the final Option Period (Section F, Deliverable 10).

In the Transition-Out Plan, the contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes.
- b. POCs.
- c. Location of technical and project management documentation.
- d. Status of ongoing technical initiatives.
- e. Appropriate contractor to contractor coordination to ensure a seamless transition.
- f. Transition of Key Personnel.
- g. Schedules and milestones.
- h. Actions required of the Government.

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless Transition-Out.

The contractor shall implement its Transition-Out Plan NLT six months prior to expiration of the TO.

#### **C.4.2 TASK 2 – CONDUCT INTERNET-BASED MISO**

The contractor shall provide the capability, cultural and linguistic expertise, and personnel to conduct Internet-based MISO. The contractor shall provide translation capability in support of

Internet-based MISO, from a planning, support, analytical, execution, and assessment standpoint. Support shall include, at a minimum, languages listed in Section J, Attachment I.

**C.4.2.1 SUBTASK 1 – PLANNING SUPPORT**

The contractor shall support the CCMDs in developing concepts of support to guide and articulate operational requirements to the engagement personnel (operators). The contractor shall support coordination and synchronization of Internet-based MISO effects as directed by the FEDSIM COR and USSOCOM TPOC.

The contractor shall provide planning support products (Section F, Deliverable 16) FEDSIM COR and USSOCOM TPOC. At a minimum, planning support products shall include narratives, Concepts of Support, MISO Programs, Execute Orders, and Operations Orders, etc.

**C.4.2.2 SUBTASK 2 – ANALYSIS SUPPORT**

The contractor shall conduct cultural, political, and ethnic monitoring of the online information environment for supported CCMD AORs. The contractor shall identify emerging issues and related trends, provide sentiment analyst of target audiences, and produce daily and weekly products as directed by the FEDSIM COR and USSOCOM TPOC. Additionally, the contractor shall monitor the information environment for MOP and MOE indicators related to ongoing MISO activities.

The contractor shall provide analysis products (Section F, Deliverable 17) FEDSIM COR and USSOCOM TPOC. At a minimum, analysis products shall include, situation reports, periodic status reports as it pertains to ongoing operations, etc.

**C.4.2.2.1 MONITOR THE ONLINE ENVIRONMENT**

The contractor shall analyze foreign language environments, providing statistical pattern/trend analysis and qualitative analysis. For analysis of online environments, the contractor shall rapidly assess millions of unique Uniform Resource Locators (URLs) and the content and comments found there. The contractor shall persistently survey the Internet to find relevant social networks and nodal pathways that can be analyzed and measured against CCMDs objectives. The contractor shall focus analytical support efforts in regions and upon online topics/events as directed by the FEDSIM COR and USSOCOM TPOC.

Detailed understanding of topical issues relevant to results of all analysis is essential. The contractor shall provide fluency, verbal and in writing, in CCMD AORs. The contractor shall provide specific knowledge of historical, political, and cultural anthropology as it pertains to a CCMD AOR. The contractor shall provide broad knowledge of the history, political movements, and dissident factions that have shaped the CCMD AORs over time. Tools and techniques to obtain these requirements can be search engines, commercial services, electronic language processors, web crawlers, and subject matter experts as part of the analytical effort. Foreign language environments shall also be monitored in languages native to the CCMD AORs. With regard to social media and other online forums, the contractor shall provide capability to collect

complete threads with full post content and full comments listed along with correct date-time group and accurate author information, no matter the language or geographic location.

**C.4.2.2.2 COLLATE/ORGANIZE DATA**

The Government requires the ability to draw scientifically credible analytical conclusions based upon robust qualitative and quantitative analysis programs. The contractor shall perform data collection and analysis planning. The contractor shall provide the capability to parse critical information from the collected metadata; such as authors, dates, post titles, and post body for all posts and comments. The contractor shall provide the capability to distribute work across tens of thousands of conversational threads and associated server resources to conduct fetching, parsing, and reporting. The contractor shall assess, translate (if necessary), and code content using guidelines developed with the CCMDs to support decision-maker Situational Awareness (SA) and communications planning. The contractor shall have the capability to collect, analyze, and measure relevant data with anonymity. The contractor shall analyze, assess, and recommend to the CCMDs strategic response as breaking news stories occur. The contractor shall research, process, and provide analysis on items of CCMD significance.

**C.4.2.2.3 PROVIDE PROCESSED/SYNTHESIZED DATA TO CCMDs**

The contractor shall have the capacity to process large amounts of unique data sets in extremely short time periods to provide actionable information to CCMDs. Analysis shall be performed at the conceptual level, identifying the evolution of concepts and taxonomies over time to ensure that the CCMDs maintain superior understanding of the information space surrounding its core information objectives. This statistical analysis will be key to (a) assessing adversary online footprint, (b) key communicator analysis, (c) identifying influential social networks, (d) tracking message propagation, (e) supporting operations planning, (f) assessing and countering adversary propaganda, (g) measuring the effectiveness and sentiment of allied and enemy operations existent within the online space, and (h) as required, engaging proactively to support USG information objectives. The contractor shall present findings in an operational format to identify audiences and selected sites to potentially engage.

The contractor shall develop and implement tools to enhance SA, information visualization, and Knowledge Management (KM). Employing existing technology to map the information environment, the contractor shall identify key nodes within the online environment to identify key communicators for amplification or mitigation. Quantitative outputs shall provide influence metrics for social networks and the individuals within them, mapping of information exchanges between them, and areas of congregation online.

**C.4.2.3 SUBTASK 3 – EXECUTION SUPPORT**

The contractor shall provide support in the execution of Internet-based MISO online engagements and websites. At a minimum, execution products shall include multimedia products for use on the Internet. The contractor shall provide execution products (Section F, Deliverable 18) FEDSIM COR and USSOCOM TPOC.

#### **C.4.2.3.1 CONDUCT ONLINE ENGAGEMENTS**

The contractor shall provide the support and structure to conduct online engagements in social media across multiple regions and AORs, and in multiple languages. The contractor shall engage in key forums, blogs, chatrooms, and other online locations outside of social media sites. The contractor shall have native language fluency, social media expertise and fluency, and an understanding of the online environment (e.g., culture, norms, current events, etc.).

#### **C.4.2.3.2 DEVELOP AND OPERATE WEBSITES**

The contractor shall operate existing CCMD websites and develop/operate emerging CCMD websites in accordance with CCMD-provided Concept of Operations (CONOPS). These concepts may require modification during the life of the TO. The contractor shall be required to publish content on CCMD websites and their associated social media pages in the languages specified in the provided CCMD-CONOPS and/or guidance. Website translation shall include reader comments, links to/from other websites, and all related aspects of the websites. The contractor shall employ American Translators Association (ATA) or other internationally recognized translation credentials, or standards.

#### **C.4.2.4 SUBTASK 4 –ASSESSMENT SUPPORT**

The contractor shall provide assessment support to measure the effectiveness of Internet-based MISO. The contractor shall assist the government in the integration of these effects into the broader CCMDs assessment efforts. The contractor shall provide assessment products (Section F, Deliverable 19) as requested by FEDSIM COR and USSOCOM TPOC. At a minimum, non-proprietary assessment products shall include Internet-based MISO Measure of Performance (MOP), Measure of Effectiveness Indicators (MOEI), website MOP, etc.

##### **C.4.2.4.1 MEASURE OF PERFORMANCE (MOP) AND MEASURE OF EFFECTIVENESS (MOE) INDICATORS**

Contractor shall provide MOP data and MOE indicators from all online engagements and websites and the resulting impact across conversation threads in all applicable social media sites and forums. The CCMDs require the contractor to design and implement rigid coding guidelines for MOP/MOE indicators, regular training, and coder review safeguards to ensure the integrity of the contractor's MOE/MOP programs. The MOP/MOE indicator programs shall identify concepts that indicate whether data from social network contains relevant topics while recognizing and measuring relevant matters as they evolve over time. The MOP/MOE indicators shall assess the online social network environment to assess the context within which relevant topics are being discussed in social media. In delivery, thereof, the CCMDs require the support of a technology platform that is extensible, allowing for the addition of concepts and other foreign languages from both manual and automated collection and scoring operations. These outputs shall be available in a convenient, easily accessible reporting environment. The contractor shall measure online sentiment, which shall provide the basis to determine sentiment and changes in sentiment over time on engagement platforms.

#### **C.4.2.4.2 ONLINE ENGAGEMENTS**

The contractor shall collect, analyze, and report MOP and MOE indicators resulting from all Internet-based MISO activities, to include secondary and other extended effects from the initial engagements/posts themselves.

#### **C.4.2.4.3 WEBSITE MOP**

The contractor shall produce website performance and results using concrete metrics that include, at a minimum, visitor sessions, visitor session time, unique visitors, page views, downloads, bounce rates, referral sources, subscribers (inclusive of breakdowns by daily, weekly, monthly, as well as, by language); reader comments and feedback; coverage in other local, regional, and international media (both in citations of CCMD websites and actual reprinting of CCMD content); most read features or content; most emailed features or content; survey and polling results; words translated for posting; requests for posting CCMD website links on other local, regional, and international websites; and numbers of local, regional, and international websites linked to each CCMD website. The contractor shall host and collect data from, and assist in developing, online surveys when requested by the FEDSIM COR and USSOCOM TPOC.

#### **C.4.2.4.4 WEBSITE MOP COLLECTION PLATFORM**

The contractor shall provide an online MOP collection tool, updated at least daily, that allows CCMDs to view and aggregate MOP across all Internet-based MISO platforms. Data shall be indexed by social media site, website, language, objective, theme, date, region/country, and CCMD.

### **C.4.3 TASK 3 – PROVIDE MISSION INFRASTRUCTURE SUPPORT TO INTERNET-BASED MISO**

The mission infrastructure support shall include, at a minimum:

- a. Maintenance support – the contractor shall maintain and customize existing Government-owned hardware (Section J, Attachment F) and Government-developed software that support the WSP.
- b. Software Development Support – the contractor shall provide software development support to software supporting Internet-based MISO. The contractor shall maintain and/or develop a data architecture that provides a repository of existing data (queries of contemporary conversation to ensure operators are capturing all pertinent conversations, contemporary vernacular, and popular terms of reference) as well as alignment of both current and historical data feeds/repositories that is intraoperative with all Government-owned hardware (Section J, Attachment F) and analyst tools. The Government will provide classified software lists after TOA. Programming languages support may include, at a minimum C#, Python, Java, and C++.
- c. Information Technology Support – the contractor shall provide on-call analytical, technical, and consulting to support Internet-based MISO (e.g., mobile applications, websites, social media platforms, etc.) on a 24/7 basis. Contractor shall respond within a one-hour during prime hours (prime hours will be determined by each CCMD) and



within three-hour response time outside prime hours.

- d. Provide recommendations on emergent technologies that will allow CCMDs to compete in the information environment. Provide technical expertise to the government in the implementations of potential solutions that will allow CCMDs to compete in the same information environment as adversaries.

#### **C.4.4 TASK 4 – TRAINING IN SUPPORT OF INTERNET-BASED MISO**

The contractor shall provide a framework, Training Support Package (TSP) (Section F, Deliverable 20), for managing operator training with particular focus on the related fields of MISO, influence activities, and social media. The contractor shall convene TSP reviews (Section F, Deliverable 21) a minimum of twice yearly in conjunction with the Government. The objective of the TSPs is to assess the current training curriculum in each organization in scope of this TO, as well as documentation across the TO and its effectiveness based on After Action Reviews (AARs), lessons learned, etc. The contractor shall stay informed of the current status of doctrine; as, significant changes to the TSP may occur if there is a change to doctrine, authorities, and policy. Should changes to doctrine occur, the contractor shall identify updates or changes to the TSP (Section F, Deliverable 22).

#### **C.4.5 TASK 5 – PARTNER NATION AND MULTI-NATIONALENABLING EFFORTS**

The contractor shall assist the CCMDs in developing allies' and partners' complementary capabilities to make the collective Internet-based MISO effort more effective. As directed by the FEDSIM COR and USSOCOM TPOC, the contractor shall provide training, advice and assistance, and technical expertise to allies and partners with varying levels of skill and/or knowledge. The contractor shall participate in and provide support to bilateral and multinational training exercises. The contractor shall take into consideration priorities, lines of efforts, and other variables identified in the CCMDs Theater Security Strategy, Theater Campaign Plans, Country Security Cooperation Plans, and any other relevant strategic planning documents. The contractor shall provide this support on Government facilities, off-site, and in overseas locations.

SECTION D - PACKAGING AND MARKING

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## SECTION E - INSPECTION AND ACCEPTANCE

### **E.1 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performance, reports, and other deliverables under this TO will be performed by the FEDSIM COR in Washington D.C. and the USSOCOM TPOC at USSOCOM in MacDill, Air Force Base.

### **E.2 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR and USSOCOM TPOC. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **E.3 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

The final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved, through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables shall either be incorporated in the succeeding version of the deliverable, or the contractor shall explain to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the quality assurance requirements stated within this TO, the document may be rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

### **E.4 DRAFT DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

## SECTION E - INSPECTION AND ACCEPTANCE

### **E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The FEDSIM CO/COR will provide written notification of acceptance or rejection (Section J, Attachment H) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

### **E.6 NON-CONFORMING PRODUCTS OR SERVICES**

Non-conforming products or services will be rejected. Deficiencies shall be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will document the issues associated with the non-conforming products or services in the award fee determination report, and there will be an associated impact to the award fee earned.

## SECTION F – DELIVERIES OR PERFORMANCE

### **F.1 PERIOD OF PERFORMANCE**

The period of performance for this TO is a 12-month base period followed by a 12-month option period one and 6-month option period two, two 12-month option periods three and four, and a 6-month option period five.

Base Period:	December 18, 2018 to December 17, 2019
First Option Period:	December 18, 2019 to December 17, 2020
Second Option Period:	December 18, 2020 to June 17, 2021
Third Option Period:	June 18, 2021 to June 17, 2022
Fourth Option Period:	June 18, 2022 to June 17, 2023
Fifth Option Period:	June 18, 2023 to December 17, 2023

### **F.2 PLACE OF PERFORMANCE**

The primary place of performance is MacDill Air Force Base, Florida.

There will be occasional Temporary Duty (TDY) long-distance travel to the supported CCMD AORs.

### **F.3 TASK ORDER SCHEDULE AND MILESTONE DATES**

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule

DEL: Deliverable

NLT: No Later Than

TOA: TO Award

All references to days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

Data Rights Clause - Abbreviations in the Gov't Rights column of the table below shall be interpreted as follows:

N/A: Not Applicable

UR: Unlimited Rights, per DFARS 252.227-7013 and 252.227-7014

The Government asserts UR rights to open source COTS software. Any collateral agreements (within the meaning of FAR 52.227-14) proposed for data, regardless of the type of rights offered, shall be subject to the requirements of TO Section H.13.1 and H.13.2. For purposes of the foregoing, the terms "collateral agreement," "Supplier Agreement," and "Commercial Supplier Agreement" have the same meaning.

The Government does not assert any rights to management software tools if the contractor does not plan to charge the Government directly for that tool and does not propose that the Government will own or use that tool.

The contractor shall deliver the deliverables listed in the following table on the dates specified:



## SECTION F – DELIVERIES OR PERFORMANCE

DEL. #	MILESTONE/DELIVERABLE	TOR REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS*
00	Program Start (PS)		At TOA	N/A
01	Program Kick-Off Meeting	C.4.1.2	Within 10 workdays of TOA	N/A
02	Kick-Off Meeting Agenda	C.4.1.2	NLT 3 workdays prior to Kick-Off Meeting	UR
03	Draft Project Management Plan	C.4.1.2, C.4.1.5	Due at Kick-Off Meeting	UR
04	Final Project Management Plan	C.4.1.5	10 workdays after receipt of Government comments	UR
05	Project Management Plan Updates	C.4.1.6	As project changes occur, no less frequently than annually	UR
06	Draft Transition-In Plan	C.4.1.2, C.4.1.10	Provided with proposal	UR
07	Final Transition-In Plan	C.4.1.10	10 workdays after receipt of Government comments	UR
08	Draft Transition-Out Plan	C.4.1.11	Within six months of PS	UR
09	Final Transition-Out Plan	C.4.1.11	10 workdays after receipt of Government comments	UR
10	Transition-Out Plan Updates	C.4.1.11	Annually and then quarterly during final Option Period	UR
11	Monthly Status Meeting	C.4.1.4	Monthly	N/A
12	Monthly Status Report	C.4.1.3	Within 5 workdays of Monthly Status Meeting	UR
13	Meeting Minutes	C.4.1.7	5 workdays of Meeting	N/A
14	Ad Hoc Products	C.4.1.9	Within 3 workdays of Government request	UR
15	Trip Reports	C.4.1.8	Within 10 workdays following completion of each trip (as requested)	N/A
16	Planning Support Products	C.4.2.1	Within 3 workdays of Government request	UR
17	Analysis Products	C.4.2.2	Within 3 workdays of Government request	UR
18	Execution Products	C.4.2.3	Within 3 workdays of Government request	UR
19	Assessment Products	C.4.2.4	Within 3 workdays of Government request	UR
20	Training Support Package	C.4.4	10 workdays after receipt of Government comments	UR
21	Training Support Package Review Meetings	C.4.4	Bi-annually	N/A
22	Training Support Package Updates	C.4.4	As project changes occur, no less frequently than bi-annually	UR
23	Copy of TO (initial award and all modifications)	F.4	Within 10 workdays of award	N/A

**The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-conforming markings in**

**accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7013 and 252.227-7014.**

#### **F.4 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within ten workdays from the date of the FEDSIM CO's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a Portable Document Format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA (Section F, Deliverable 23). The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 United States Code (U.S.C.) § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall explain why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

#### **F.5 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by electronic mail (email). The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- |                 |                                       |
|-----------------|---------------------------------------|
| a. Text         | Microsoft (MS) Word, Google Docs, PDF |
| b. Spreadsheets | MS Excel, Google Sheets               |
| c. Briefings    | MS PowerPoint, Google Slides          |
| d. Drawings     | MS Visio, Google Drawings             |
| e. Schedules    | MS Project, Smartsheet                |

#### **F.6 PLACE(S) OF DELIVERY**

Unclassified deliverables or correspondence shall be delivered electronically to the FEDSIM COR at the following email address:

GSA FAS AAS FEDSIM  
ATTN: Glenn Becker  
Telephone: (202) 430-8851  
Email: glenn.becker@gsa.gov

Copies of all deliverables shall also be delivered electronically via email to the USSOCOM TPOC. The USSOCOM TPOC name, address, and contact information will be provided at award.

**F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION  
REPORT (PNR)**

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment E) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

**G.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The FEDSIM CO appointed a FEDSIM COR in writing through a COR Appointment Letter (Section J, Attachment A). The FEDSIM COR will receive, for the Government, all work called for by the TO and will represent the FEDSIM CO in the technical phases of the work. The FEDSIM COR will provide no supervisory or instructional assistance to contractor personnel.

The FEDSIM COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the FEDSIM CO by properly executed modifications to the Contract or the TO.

**G.1.1 TECHNICAL POINT OF CONTACT (TPOC) AND REGIONAL POINT OF CONTACT (RPOC)**

The FEDSIM CO will appoint a TPOC and RPOC in writing through TPOC and RPOC Appointment Letters.

There will be one TPOC and several RPOCs. Unless indicated by and pertaining to a regional combatant command or joint task force, the TPOC listed below will serve as the TPOC for all duties in this task order. The TPOC will be located at MacDill Air Force Base, Florida, and also serve as the RPOC for USSOCOM. RPOCs will provide support to the TPOC and the FEDSIM COR for performance matters pertaining to their specific combat command or joint task force, to include signing of PRDs. The TPOC and RPOCs are responsible for the performance of the TO requirements and do not have any supervisory authority over contractor personnel. The TPOC is also not authorized to change any of the terms and conditions, scope, and price of the TO. Changes to the scope of work will be made only by the FEDSIM CO via properly executed TO modifications.

**G.1.2 CONTRACT ADMINISTRATION**

Contracting Officer:

Jakenberg Almuete  
GSA FAS AAS FEDSIM (QF0B)  
1800 F Street, NW  
Washington, D.C. 20405  
Telephone: (202) 341-9033  
Email: jake.almuete@gsa.gov

Contracting Officer's Representative:

Jameka Smith  
GSA FAS AAS FEDSIM (QF0B)  
1800 F Street, NW  
Washington, D.C. 20405  
Telephone: (202) 658-9347  
Email: jameka.smith@gsa.gov



SECTION G – CONTRACT ADMINISTRATION DATA

**Alternate Contracting Officer's Representative:**

Somer Kellington  
GSA FAS AAS FEDSIM (QF0B)  
1800 F Street, NW  
Washington, D.C. 20405  
Mobile: (813) 335-3637  
somer.kellington@gsa.gov

**Technical Points of Contact:**

Lilian J Mejia, Ms.  
Contract Management Specialist  
WebOps Center (JMWC)  
HQ USSOCOM J3-JMWC

Martin W. DeVorss, Mr.  
Program Manager/Info Ops Analyst  
Joint MISO WebOps Center (JMWC)  
HQ USSOCOM J3-JMWC

**WSP Regional Points of Contact (RPOCs):**

<b>Combatant Command/ Task Force</b>	<b>RPOCs</b>
USAFRICOM	LTC Donald Galster
USAFRICOM (Alternate)	LTC Scott B. McFarland
USEUCOM J39	Andrew Van Wormer
USCENTCOM J3	Robert S. Carroll
SOUTHCOM SCJ3	Rick Danger
INDOPACOM	James M. Mishina
JWOE	Angela N. Houston ( MAJ)
USNORTHCOM	Paul L. Kuettner

## **G.2 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice:

Task Order Number: (from GSA Form 300, Block 2)

Paying Number: (ACT/DAC NO.) (From GSA Form 300, Block 4)

FEDSIM Project Number: 2018-33174

Project Title: Web Support Program

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information SysTem (ASSIST) to submit invoices. The contractor shall manually enter CLIN charges into Central Invoice Services (CIS) in the ASSIST Portal. Summary charges on invoices shall match the charges listed in CIS for all CLINs. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. The contractor shall provide invoice backup data, as an attachment to the invoice, in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category. The FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment. A paper copy of the invoice is required for a credit.

The contractor is certifying, by submission of an invoice in the CIS, that the invoice is correct and proper for payment.

If there are any issues submitting an invoice, contact the Assisted Acquisition Services Business Systems (AASBS) Help Desk for support at 877-472-4877 (toll free) or by email at [AASBS.helpdesk@gsa.gov](mailto:AASBS.helpdesk@gsa.gov).



### **G.3 INVOICE REQUIREMENTS**

The contractor shall submit a draft copy of an invoice backup in Excel to the FEDSIM COR and USSOCOM TPOC for review prior to its submission to ASSIST. The draft invoice shall not be construed as a proper invoice in accordance with FAR 32.9 and GSAM 532.9. Receipts for long-distance travel, Materials and Equipment, and ODC purchases made under this TO shall be made available upon request.

If the TO has different contract types, each shall be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion. Upon project completion, the contractor shall provide a final invoice status update monthly.

Regardless of contract type, the contractor shall report the following metadata:

- a. OASIS MA-IDIQ number
- b. Task Order Award Number (NOT the Solicitation Number)
- c. Contractor Invoice Number
- d. Contractor Name
- e. Point of Contact Information
- f. Current period of performance
- g. Amount of invoice that was subcontracted.

The amount of invoice that was subcontracted to a small business shall be made available upon request.

#### **G.3.1 COST-PLUS-AWARD-FEE (CPAF) CLINs (for LABOR)**

The contractor may invoice monthly on the basis of cost incurred for the CPAF CLINs. The invoice shall include the period of performance covered by the invoice (all current charges shall be within the active period of performance) and the CLIN number and title. All hours and costs shall be reported by individual, rolled up by CLIN element (as shown in Section B), and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form, for each CCMD (individual spreadsheet tabs), with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees).
- b. Employee company.
- c. Service Occupational Classifications (SOC) number.
- d. Employee OASIS labor category.
- e. Current monthly and total cumulative hours worked.
- f. Direct Labor Rate.
- g. Corresponding proposed Direct Labor Rate.
- h. Effective hourly rate (e.g., cumulative costs/cumulative hours).
- i. Itemized breakout of indirect costs (e.g., Fringe, Overhead (OH), General and Administrative (G&A) burdened costs for each individual invoiced (rollups

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are unacceptable).

- j. Current approved billing rate percentages in support of costs billed.
- k. Itemization of cost centers applied to each individual invoiced.
- l. Any costs incurred not billed reported by CLIN (e.g., lagging costs).
- m. Labor adjustments from any previous months (e.g., timesheet corrections).
- n. Provide comments for deviations outside of ten percent.
- o. Provide comments for employee direct labor rate increases/decreases.

All cost presentations provided by the contractor in Excel shall show indirect charges itemized by individual with corresponding indirect rates with cost center information. The invoice detail shall be organized by CLIN.

The contractor may invoice for fee after accepting the modification which includes the award fee determination and any corresponding de-obligation of unearned fee. See the AFDP in Section J, Attachment D for additional information on the award fee determination process.

When the Incurred Cost method is used to determine the Award Fee Pool Allocation for an Award Fee period, the incurred cost shall be calculated using approved provisional billing rates as established by the cognizant Government auditor, in accordance with FAR 42.704. Approved provisional billing rates shall not be adjusted for the purpose of accumulating incurred costs and calculating the Award Fee Pool Allocation.

### **G.3.2 MATERIALS AND EQUIPMENT AND ODCs**

The contractor may invoice monthly on the basis of cost incurred for the Materials and Equipment and ODC CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Associated CLIN.
- b. Request to Initiate Purchase (RIP) number or identifier.
- c. CCMD identifier.
- d. Section C associated Task(s).
- e. Materials and Equipment and/or ODCs purchased.
- f. Period of performance, if applicable.
- g. Date accepted by the Government.
- h. Direct costs.
- i. Itemized breakout of indirect costs.
- j. Total costs.
- k. Invoiced costs by CLIN.
- l. Cost incurred not billed by CLIN.
- m. Remaining balance of the CLIN.

All cost presentations provided by the contractor shall also include OH charges, G&A charges in accordance with the contractor's Defense Contract Audit Agency (DCAA) cost disclosure statement.

### **G.3.3 TRAVEL**

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Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulation (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR) Volume 2, DoD Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, “Maximum Travel Per Diem Allowances for Foreign Areas” - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR/DSSR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period’s travel details shall include separate columns and totals and include the following:

- a. TAR number or identifier.
- b. TAR Approval Date.
- c. CCMD identifier.
- d. Section C associated Task(s).
- e. Traveler Name.
- f. Location(From/To).
- g. Dates of travel.
- h. Number of travel days.
- i. Per Diem rate used.
- j. Airfare.
- k. Meals and Incidental Expenses (MI&E) claimed.
- l. Lodging claimed.
- m. Non-Per Diem (rental car, parking, lodging tax, airline fees, etc.).
- n. Indirect handling rate.
- o. Total charges.
- p. Explanation of variances exceeding ten percent of the approved versus actual costs.

All cost presentations provided by the contractor shall also include OH charges and G&A charges in accordance with the contractor’s DCAA cost disclosure statement.

### **G.4 TASK ORDER CLOSEOUT**

The Government will unilaterally close out the TO no later than six years after the end of the TO period of performance if the contractor does not provide final DCAA rates by that time.

## **H.1 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)**

The NAICS code for this TO is 541990 – All Other Professional, Scientific, and Technical Services.

## **H.2 PRODUCT SERVICE CODES (PSC)**

The PSC is R499 - Other Professional Services.

The contractor shall enter the PSC in OASIS Management Module for each TO award.

## **H.3 SYSTEMS, CERTIFICATIONS, AND CLEARANCES**

### **H.3.1 INFORMATION ASSURANCE (IA) CONTRACTOR TRAINING AND CERTIFICATION**

Per DoD 8570.01-M, DFARS 252.239-7001, and other applicable DoD regulations, the contractor personnel supporting IA/IT functions shall be appropriately certified upon TO award.

## **H.4 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO.

- a. Program Manager(PM)
- b. CCMD Leads

The Government desires that Key Personnel be assigned for the duration of the TO.

### **H.4.1 PROGRAM MANAGER (PM)**

The contractor shall identify a Program Manager (PM) by name who shall provide management, direction, administration, quality assurance, and leadership of the execution of this TO. Occasional travel to CONUS and OCONUS locations is required.

It is required that the PM has the following qualifications:

- a. A Top Secret (TS) Clearance with Sensitive Compartmented Information(SCI) eligibility.
- b. A minimum of five years of experience managing a program similar in complexity to the requirements of this TO.
- c. An active Project Management Institute (PMI) Project Management Professional or Program Management Professional certification or Defense Acquisition Workforce Improvement Act (DAWIA) Level II Program Management certification.

### **H.4.2 CCMDLEADS**

The contractor shall identify separate CCMD Leads, by name for the following CCMDs:

- a. USAFRICOM
- b. USCENTCOM
- c. USEUCOM

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- d. USPACOM
- e. SOUTHCOM
- f. NORTHCOM

The CCMD Leads shall provide leadership and guidance for all contractor personnel assigned to the respective CCMD including assigning tasks to contractor personnel, supervising on-going technical efforts, and managing overall performance for their respective CCMD. The CCMD Leads shall be located at MacDill Air Force Base, Florida. If directed, the CCMD Leads shall be located at their respective CCMD Headquarters (HQ). Occasional travel to CONUS and OCONUS locations may be required.

It is required that the CCMD Leads have the following qualifications:

- a. A TS Clearance with SCI eligibility.
- b. A minimum of three years of experience in MISO or Information Operations.

### **H.4.2.1 TASK FORCE LEAD**

The contractor shall identify a separate Task Force (TF) Lead, by name.

The TF Lead shall provide leadership and guidance for all contractor personnel assigned to TF including assigning tasks to contractor personnel, supervising on-going technical efforts, and managing overall performance of TF. The TF Lead shall be located at MacDill Air Force Base, Florida. If directed, the TF Lead shall be located at their respective TF Headquarters (HQ). Occasional travel to CONUS and OCONUS locations may be required.

It is required that the TF Lead have the following qualifications:

- a. A TS Clearance with SCI eligibility.
- b. A minimum of three years of experience in MISO or Information Operations.

### **H.4.3 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the FEDSIM CO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute Key Personnel qualifications shall be equal to, or greater than, those of the Key Personnel substituted. If the FEDSIM CO and the FEDSIM COR determine that a proposed substitute Key Personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost-Reimbursement).

## **H.5 SECURITY REQUIREMENTS**

The contractor shall adhere to security guidelines found in the DD Form 254 (Section J, Attachment J).

### **H.5.1 INFORMATION ASSURANCE**

The contractor may have access to sensitive (to include privileged and confidential) data,

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information, and materials of the U.S. Government. These printed and electronic documents are for internal use only and remain the sole property of the U.S. Government. Some of these materials are protected by the Privacy Act of 1974 (AMENDED) and Title 38. Unauthorized disclosure of Privacy Act or Title 38 covered materials is a criminal offense.

### **H.5.2 SECURITY CLEARANCES**

In general, all necessary facility and employee security clearances shall be at the expense of the contractor. All on-site contractor personnel supporting this TO shall have a minimum SECRET clearance reflected in Joint Personnel Adjudication System (JPAS). Some of the information provided by the CCMDs to the contractor team will be up to the TS level. The contractor shall ensure personnel exposed to this information possess a TS clearance with an SCI determination reflected in JPAS.

### **H.5.3 CLASSIFIED DEVICES FOR USE OUTSIDE OF SECURE FACILITIES (USSOCOM)**

Contractors requiring the use of the Commercial Solutions for Classified (CSfC) Mobile Devices for use outside of secure government and/or contractor facilities will submit a USSOCOM IMT 33, CSfC Device User Agreement and Hand Receipt, and applicable HQ USSOCOM/Component/Theater Special Operations Command (TSOC)/Task Force (TF) Senior “O-6 or GS/GM-15” endorsed Authorization of Issuance Memorandum to HQ/Component/TSOC/TF Industrial Security. These documents will be submitted through the FEDSIM COR and USSOCOM TPOC. The contractor shall ensure safeguarding measures are adhered to and necessary privacy is available to eliminate the possibility of compromise of classified information. HQ USSOCOM users will follow guidance as outlined in USSOCOM Manual 380-19, Mobility and Wireless Communications. Any misuse of the device outside of mission purposes or security incidents associated with or involving the device, may result in contractor’s termination of access, subject the contractor to appropriate disciplinary or criminal action, or may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost-Reimbursement).

### **H.5.4 Employment Posting**

The contractor shall not make any employment posting pertaining to this procurement without prior FEDSIM CO or FEDSIM COR approval and only in coordination with the USSOCOM TPOC.

## **H.6 CONTRACTOR-PROVIDED SUPPORT FACILITIES**

The contractor may be required to provide a support facility located within 15 ground transportation miles from MacDill Air Force Base in support of this TO. The support facility shall be capable of providing Internet-based MISO requirements. This support facility is not required at TOA and may be identified during the course of TO execution per Section H.26, Technical Direction.

The Government does not intend to assume responsibility to retain facilities or take control of any title after the TO is completed nor enter into or take control of any lease.

All facilities must meet the standards for access prescribed by the Americans with Disabilities Act of 1995.

Work covered under this TO does not include the acquisition of land or the erection of permanent facilities.



## **H.7 TRAINING AND PERMITS**

As applicable, all contractor personnel shall complete the following required trainings:

- a. **Cybersecurity Information Technology (IT) Awareness Training:** All contractor personnel shall complete the DoD Cybersecurity IT Awareness Training prior to issuance of network access and annually thereafter. All contractor personnel supporting cybersecurity and/or IT functions must comply with DoD and U.S. Army training requirements in DoD Directive (DoDD) 8570.01, DoD 8570.01-M, and Army Regulation (AR) 25-2 within six months of appointment to cybersecurity/IT functions.
- b. **Information Assurance (IA) Training:** All contractor personnel shall complete the DoD IA Awareness Training prior to issuance of network access and annually thereafter. All contractor personnel working IA/IT functions shall comply with DoD and U.S. Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within six months of appointment to IA/IT functions.
- c. **Operations Security (OPSEC) Level 1 Training:** Per AR 530-1, all contractor personnel shall complete Level I OPSEC Awareness training within 30 calendar days of the individual's TO start date and annually thereafter. Level I OPSEC training is available at the following website: <http://cdse.edu/catalog/elearning/GS130.html>.
- d. **Threat Awareness Reporting Program (TARP):** In accordance with AR 381-12, all contractor personnel shall receive annual TARP training conducted by a counterintelligence (CI) agent or other trainer as specified in 2-4b of the Antiterrorism (AT)/OPSEC Cover Sheet.

### **H.7.1 ANTI TERRORISM (AT) TRAINING FOR NON-LOCAL NATIONAL (LN) CONTRACTOR PERSONNEL**

The AT training requirements detailed below are for non-LN contractor personnel and are in order to comply with theater clearance requirements. These requirements allow the Combatant Commander to exercise oversight and ensure the contractor is in compliance with Combatant Commander and subordinate task force commander policies and directives.

- a. **Antiterrorism Level I Awareness Training:** All contractor personnel requiring access to U.S. Army installations, facilities, and controlled access areas shall complete Antiterrorism Level I Awareness Training within 30 calendar days of the individual's TO start date. The contractor shall submit certificates of completion for each contractor employee, to the FEDSIM COR within 30 calendar days of training completion. Antiterrorism Level I Awareness Training for Common Access Card (CAC) holders is available at the following website: <https://Jkodirect.jten.mil/> and training for non-CAC holders is available at the following website: <http://jko.jten.mil/courses/at11/launch.html>.
- b. **Antiterrorism Awareness Training for Contractor Personnel Traveling Overseas:** All U.S.-based contractor personnel shall receive Government-provided AOR location specific Antiterrorism Awareness Training as directed by AR 525-13. Specific AOR training content is directed by the Combatant Commander with the unit Antiterrorism Officer (ATO) being the local POC. U.S.-based contractor personnel shall submit an Isolated Personnel Report (ISOPREP) prior to any OCONUS travel or deployment, in accordance with AR 525-28, Personnel Recovery. Prior to deployment, the contractor is required to fill out the survey on the NIPRNET at the following website: <https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/start.aspx>.
- c. **iWATCH Training:** The contractor shall brief all personnel on the local iWATCH

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program (training standards will be provided by the requiring activity ATO). This locally developed training shall be used to inform contractor personnel of the types of behavior to watch for and to instruct contractor personnel to report any suspicious activity to the Government. This training shall be completed within 30 calendar days of the individual's TO start with the results reported to the USSOCOM TPOC and FEDSIM COR NLT 15 calendar days after training completion.

### **H.8 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **H.8.1 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)**

If a contractor has performed, is currently performing work, or anticipates performing work that creates or represents an actual or potential OCI, the contractor shall immediately disclose this actual or potential OCI to the FEDSIM CO in accordance with FAR Subpart 9.5. The nature of the OCI may involve the prime contractor, subcontractors of any tier, or teaming partners.

#### **H.8.2 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (Section J, Attachment L) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.
- b. Are instructed in FAR Part 9 for third-party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel shall also be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained from the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

### **H.9 ADEQUATE COST ACCOUNTING SYSTEM**

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

### **H.10 APPROVED PURCHASING SYSTEM**

The objective of a contractor purchasing system assessment is to confirm it is a Government-approved purchasing system and evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting.

A Government audited and approved purchasing system (e.g., approved by DCAA or Defense

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Contract Management Agency (DCMA)) is mandatory.

When reviews are conducted of the purchasing system during the performance of the TO, the contractor shall provide the results of the review to the FEDSIM CO within ten workdays from the date the results are known to the contractor.

### **H.11 TRAVEL**

#### **H.11.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. FTR - prescribed by the GSA, for travel in the contiguous U.S.
- b. JTR, Volume 2, DoD Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. DSSR (Government Civilians, Foreign Areas), Section 925, “Maximum Travel Per Diem Allowances for Foreign Areas” - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

#### **H.11.2 TRAVEL AUTHORIZATION REQUESTS (TAR)**

Before undertaking travel to any Government site or any other site in performance of this TO, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long-distance travel, the contractor shall prepare a Travel Authorization Request (TAR) (Section J, Attachment M) for Government review and approval. Long-distance travel will be reimbursed for cost of travel comparable with the FTR, JTR, and DSSR.

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

The contractor shall be required to deploy staff on a TDY basis (inter- or intra- AOR, OCONUS, or CONUS locations) to support mission requirements. TDY will be at the discretion of the supported Government activity with FEDSIM COR approval. Personnel may be required to travel to locations throughout these areas. The contractor shall possess the corporate resources to deploy personnel, if required, such as insurance, theater business clearances, sponsorships, and other requirements provided by Combatant Commanders.

#### **H.11.3 OCONUS TRAVEL**

Contractor personnel shall require an Aircraft and Personnel Automated Clearance System (APACS) Theater/Country clearance for travel to OCONUS locations. The contractor shall be required to prepare and obtain all necessary paperwork, documentation, and/or permits required for deployment. The website for APACS is <https://apacs.dtic.mil/apacs/>; the contractor shall

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obtain and maintain an account for access to this site.

### **H.11.4 FLAT RATE PER DIEM FOR LONG TERM TDY**

In order to encourage contractors to take advantage of cost saving opportunities available for long term travel, contractors performing TDY for more than 30 days in one location (CONUS and OCONUS) will receive a flat rate per diem. The following rules apply:

- a. On the travel day to the TDY location, the contractor receives up to 100% lodging per diem at the locality rate and 75% M&IE.
- b. For long-term TDY lasting 31 -180 days (in a single location), the authorized flat rate is 75% of the locality rate (lodging plus M&IE) payable for each full day of TDY at that location.
- c. For long-term TDY of 181 days or greater (in a single location), the authorized flat rate is 55% of the locality rate (lodging plus M&IE) payable for each full day of TDY at that location. Normally, TDY over 180 days is prohibited, but may be authorized at a very senior level when justified.
- d. When using a flat rate per diem, contractors are not required to submit a lodging receipt but are required to validate to the USSOCOM TPOC and FEDSIM COR that they did incur lodging costs.

If the contractor is unable to find suitable commercial lodging at the reduced per diem rate they should contact the USSOCOM TPOC. If both the contractor and the USSOCOM TPOC determine that lodging is not available at the reduced per diem rate, the FEDSIM COR may then authorize actual cost lodging (not to exceed the locality per diem rate). However, the contractor will receive M&IE at the reduced rate (75% for TDY of 31-180 days and 55% for TDY of 181+ days).

### **H.11.5 PASSPORTS, VISAS, AND CUSTOMS**

The contractor shall be responsible, at its own expense, for obtaining all passports, visas, or other documents necessary to enter and/or exit any area identified by the FEDSIM COR for contractor personnel.

All contractor personnel shall be subject to the customs processing procedures, laws, agreements, and duties of the country to which they are deploying and the procedures, laws, and duties of the U.S. upon re-entry.

The contractor shall register all personnel with the appropriate U.S. Embassy or Consulate where possible.

### **H.11.6 SYNCHRONIZED PRE-DEPLOYMENT AND OPERATIONAL TRACKER (SPOT)**

The SPOT system is used to generate Letters of Authorization (LOAs) which define specific Government services and support all contractor personnel are authorized to receive in a deployment area. The contractor shall process LOAs in SPOT for all contractor personnel deploying under the TO and the additional documentation required with each LOA. The contractor shall fully execute all SPOT requirements.

## **H.12 MATERIALS AND EQUIPMENT AND ODCs**

The Government may require the contractor to purchase materials and equipment and ODCs, to include hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP) (Section J, Attachment N). The RIP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the FEDSIM COR and without complying with the requirements of Section H.10.

## **H.13 COMMERCIAL SUPPLIER AGREEMENTS**

**H.13.1** The Government understands that commercial software tools that may be purchased in furtherance of this TO as described in Section H.9 and as contemplated in the ODC CLIN in Section B.4 may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as “clickwrap” or “browsewrap” (collectively, “Supplier Agreements”). For purposes of this TO, the Supplier Agreements are “collateral agreements” within the meaning of the FAR clause at 52.227-14.

The contractor shall ensure that any proposed Supplier Agreements allow the associated software and services to be used as necessary to achieve the objectives of this TO. The contractor shall provide all applicable Supplier Agreements to the FEDSIM CO prior to purchase and shall cooperate with the Government, including negotiations with the licensor as appropriate, to ensure compliance with this Section. Without limiting the generality of the foregoing, a compliant Supplier Agreement shall permit all of the following at no extra charge to the Government: (a) access and use by support contractors, including a successor contractor upon termination or expiration of this TO; (b) access and use by employees of other Federal, state, and local law enforcement agencies; (c) transfer to a different data center and/or a successor contractor’s cloud; and (d) the creation of derivative works that shall be subject to at least the same rights as set forth in subparagraphs (a) through (c) above. The above rights constitute “other rights and limitations” as contemplated in subparagraph (d) of the FAR clause at 52.227-14, Rights In Data General (Feb 2014), Alternate III (Dec2007).

## **H.14 PRESS/NEWS RELEASE**

The contractor shall not make any press/news release pertaining to this procurement without prior Government approval and only in coordination with the FEDSIM CO.

## **H.15 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application, or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in DFARS 252.227-7013 and 252.227-7014 apply.



## **H.16 AWARD FEE**

See the AFDP in Section J, Attachment D.

## **H.17 CONTRACTOR IDENTIFICATION**

As stated in 48 CFR 211.106, Purchase Descriptions for Service Contracts, contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

## **H.18 SAFETY AND HEALTH HAZARDS**

The contractor shall comply with all applicable Federal, state, and local safety and health regulations of the host nation and the U.S.

### **H.18.1 HAZARDOUS MATERIALS (HAZMAT)/POLLUTION PREVENTION PROGRAM**

In the execution of work under this TO, the contractor shall comply with all Federal, state, local (to include city and/or Foreign National requirements for overseas operation), and local facility HAZMAT requirements.

When facilities are leased and/or maintained by the contractor, the contractor shall implement a HAZMAT program to reduce and control HAZMAT utilized in the performance of the work. The contractor shall reduce the use of HAZMAT in accordance with Department of Defense Instruction (DODI) 4715.4, "Pollution Prevention." The contractor shall comply with the requirements of DODI 4715.4.

When operating on a Government facility, unserviceable tires, batteries, lubricants, and other items requiring special disposal shall be stored in one location and coordinated with unit site HAZMAT representatives for disposal instructions.

The contractor may use the local Government HAZMAT disposal facilities if available and approved by the local Government HAZMAT coordinator. The contractor shall segregate scrap metal, light metal, and heavy metal in separate containers, so marked and as required, for disposal. If Government HAZMAT containers or facilities are not available, the contractor shall, with the approval of the FEDSIM COR, purchase containers and use commercial-approved disposal facilities.

## **H.19 LOGISTICAL SUPPORT**

### **H.19.1 FACILITY ACCESS**

The contractor shall have access as needed to all Government-furnished facilities in accordance with Army Regulation (AR) 190-51 (Security of Unclassified Army Property (Sensitive and Non Sensitive)), AR 380-5 (Department of the Army Information Security Program).

### **H.19.2 ACCESS CONTROL**

The Government will issue a Common Access Card (CAC) and other forms of DoD identification necessary to access Government facilities. The Government will also issue a Letter



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of Authorization (LOA) to deploying contractor personnel. For deployed contractor personnel, the CAC and LOA together will authorize use of Government transportation and access to the following: on-base life support, Morale, Welfare, and Recreation (MWR) facilities, Army Post Office (APO)/Fleet Post Office (FPO) Postal Services, billeting, commissary, Dining Facilities (DFACS), excess baggage, Government-furnished meals, military clothing, military-issued equipment, resuscitative care, authorized weapons, DoD Issuances (DoDI) essential, fuel authorized, military banking, military exchange, Military Aircraft (MILAIR), and transportation. The contractor shall develop and implement procedures to ensure that metal and electronic keys, to include CACs, received from the Government are accountable, controlled, and safeguarded in accordance with applicable AR.

### **H.19.3 VISITOR GROUP SECURITY AGREEMENT (VGSA)**

The contractor shall enter into a VGSA for performance on base. The contractor shall integrate security requirements with its contract operations to ensure efficient contract support on the installation.

### **H.19.4 FACILITY PASS AND IDENTIFICATION**

The contractor shall ensure the following pass and identification items required for contract performance are obtained for contractor employees and non-Government-owned vehicles.

- a. Department of Defense (DD) Form 1172, Application for Uniformed Services Identification Card
- b. DD Form 2220, DoD Registered Vehicle

## **H. 20 RESERVED**

### **H.21 SECTION 508 COMPLIANCE REQUIREMENTS**

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 U.S.C. 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided, and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

### **H.22 EXTENDED WORK PERIOD**

The contractor may be required to provide labor hours in excess of 40 hours per work week to include holiday(s), weekends, and/or during irregular times and shifts based upon operations and exercises which may require support up to 24 hours per day, seven days per week (24/7). Any services that extends beyond the contractor work period/pay period is considered extended and shall be billed at non-premium rates.

As required by the Government and upon approval(s) of an extended work period/pay period, the Contractor shall provide work beyond the standard hours per week. The contractor shall notify (Section F, Attachment Q) the FEDSIM COR and USSOCOM TPOC by email of extended work period/pay period hours in excess of the contractor work period/pay period. The notification shall

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

provide an explanation for the anticipated extended work period/pay period. The notification applies only to the individual(s) named in the request and is not transferable to others.

Emergency extended work period/pay period requests that cannot be submitted and approved, as required above, in advance of the emergent need must be at least approved in writing by the FEDSIM COR in advance of commencing work. The notification for approved emergent requirement(s) shall still be submitted and approved retroactively.

Additionally, the contractor shall be available to work “on-call” duty or extended hours to perform mission essential tasks as required by the FEDSIM CO, FEDSIM COR, and the USSOCOM TPOC. As these hours are considered emergency hours, the FEDSIM COR and the USSOCOM TPOC will identify the parameters of “on-call” duty or extended hours.

### **H.23 GOVERNMENT PROPERTY (GP)**

Contractor personnel working on-site at a Government location/installation will be provided with a computer, a work space, network access, and building badges/accesses to enter Government facilities. Contractor personnel that do not reside in Government spaces will not be provided with a Government-issued computer or network access.

The contractor shall safeguard and secure all GP in accordance with DoD governing policies and procedures. All GP including, at a minimum, IT equipment, software, communication devices, telephones, access cards, office furniture, and supplies shall be returned to the FEDSIM COR or USSOCOM TPOC prior to the departure of each contractor employee or at the end of the TO, whichever date comes earlier.

Use of all GP for other than Government work is strictly prohibited.

### **H.24 GOVERNMENT FURNISHED INFORMATION (GFI)**

The Government will provide all information necessary for completion of the requirements after TO award. The contractor shall have access to a Government maintained CLASSIFIED ANNEX in Section J, Attachment O.

Use of GFI for other than Government work is strictly prohibited.

### **H.25 OCONUS SUPPORT**

OCONUS support is not required at TOA and may be identified during the course of the TO by the Government (see Section J, Attachment R – OCONUS Support Requirements).

### **H.26 TECHNICAL DIRECTION**

Technical direction in the form of a Project Requirements Document (PRD) are a means of communication between the FEDSIM COR, USSOCOM TPOC, and the contractor to answer technical questions, provide technical clarification, and give technical direction regarding the content of the PWS (see Section C). Technical Direction means clarification of contractual requirements or direction of a technical nature, within the context of the PWS of the contract. DFAR 201.602-2 states that the CO may designate qualified personnel as a COR. In this capacity, the FEDSIM COR and USSOCOM TPOC may provide technical direction to the contractor, so long as the Technical Direction does not assign new work or make any commitment or change that affects price, quality, quantity, delivery, period of performance, or other terms and conditions of the contract. In the event of a conflict between a PRD and the TO, the TO will take precedence.

- a. The PRD must be in writing and be concurred to by the USSOCOM TPOC, the FEDSIM

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

COR and approved by the FEDSIM CO prior to issuance of the PRD. Any subsequent administrative amendments to the TA must be in writing and concurred by WSP TPOC and approved by the FEDSIM COR prior to issuance. Written PRD are the only medium permitted for use when technical direction communication is required. Any other means of communication are not permissible means of communicating technical direction during contract performance. A PRD will not require new TO deliverables that may cause the contractor to incur additional costs.

- b. When, in the opinion of the contractor, a PRD calls for effort outside the terms and conditions of the contract or available funding, the contractor shall notify the FEDSIM CO in writing, with a copy to the FEDSIM COR, within two working days of having received the PRD. The contractor shall undertake no performance to comply with the PRD until the matter has been resolved by the FEDSIM CO through a contract modification or other appropriate action.

### **H.27 CONTINUATION OF ESSENTIAL CONTRACTOR SERVICES**

The contractor shall be prepared to continue providing services identified in Section J, Attachment P, in accordance with the terms and conditions of the TO, during periods of crisis per DFARS 252.237-7023. The contractor shall activate such plans only during periods of crisis, as authorized by the FEDSIM CO, FEDSIM COR, or USSOCOM TPOC.



## SECTION I – CONTRACT CLAUSES

### **I.1 TASK ORDER CLAUSES**

All applicable and required clauses set forth in FAR 52.301 automatically flow down to all OASIS TOs, based on their specific contract type (e.g., cost, fixed-price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the TO solicitation is issued.

### **I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the FEDSIM CO will make their full text available. Also, the full text of a clause may be accessed electronically at the FAR website:

<http://www.acquisition.gov/far/>

FAR	TITLE	DATE
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-14	Service Contract Reporting Requirements	OCT 2016
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	JUN 2016
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities	JUL 2018
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	AUG 2020
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.216-7	Allowable Cost and Payment Fill-in: 30 Days	JUN 2013
52.222-2	Payment for Overtime Premiums. Fill-in: 0	JUL 1990
52.223-15	Energy Efficiency in Energy-Consuming Products	DEC 2007
52.223-16	Acquisition of EPEAT-Registered Personal Computer Products	OCT 2015
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.228-7	Insurance -- Liability to Third Persons	MAR 1996
52.232-18	Availability of Funds	APR 1984
52.232-25	Prompt Payment – Alternate I	JAN 2017
52.232-40	Providing Accelerated Payments to Small Business Subcontractors (Deviation)	DEC 2013
52.237-3	Continuity of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Cost	MAY 2014
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-15	Stop-Work Order – Alternate I	APR 1984
52.243-2	Changes – Cost Reimbursement – Alternate II	AUG 1984

## SECTION I – CONTRACT CLAUSES

52.244-2	Subcontracts. Fill-in: (d) Cost type subcontracts in support of CLIN X001 – Labor (Tasks 1-5) (j) Barbaricum, LLC; International Business Machines Corporation (IBM); Legion Systems, LLC; Skybridge Tactical, LLC; SOS International, LLC; Statheron, LLC; Telum Protection Corp.; and The Wolverine Group, Inc.	OCT 2010
52.246-3	Inspection of Supplies – Cost-Reimbursement (May 2001)	MAY 2001
52.246-5	Inspection of Services—Cost-Reimbursement	APR 1984
52.247-14	Contractor Responsibility for Receipt of Shipment	APR 1984
52.247-63	Preference for U.S. – Flag Air Carriers	JUN 2003
52.247-67	Submission of Transportation Documents for Audit Fill-in: COR, see Section G	FEB 2006
52.249-6	Termination (Cost-Reimbursement)	MAY 2004
52.249-14	Excusable Delays	APR 1984
52.251-2	Interagency Fleet Management System Vehicles and Related Services	JAN 1991

### **I.2.1 FAR CLAUSES INCORPORATED BY FULLTEXT**

#### **FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days of the end of the period of performance.

(End of clause)

#### **FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

- a. The Government may extend the term of this contract by written notice to the Contractor within 90 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend within 120 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- b. If the Government exercises this option, the extended contract shall be considered to include this option clause.
- c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months.

(End of clause)

#### **FAR 52.229-8--TAXES--FOREIGN COST-REIMBURSEMENT CONTRACTS (MAR) (1990)**

- a. Any tax or duty from which the United States Government is exempt by agreement with the Government of any nation within the AOR of USAFRICOM, USCENTCOM, USEUCOM, USNORTHCOM, USINDOPACOM, and USSOUTHCOM, or from



## SECTION I – CONTRACT CLAUSES

which the contractor or any subcontractor under this contract is exempt under the laws of any nation within the AOR of USAFRICOM, USCENTCOM, USEUCOM, USNORTHCOM, USINDOPACOM, and USSOUTHCOM, shall not constitute an allowable cost under this contract.

- b. If the Contractor or subcontractor under this contract obtains a foreign tax credit that reduces its Federal income tax liability under the United States Internal Revenue Code (Title 26, U.S. Code) because of the payment of any tax or duty that was reimbursed under this contract, the amount of the reduction shall be paid or credited at the time of such offset to the Government of the United States as the Contracting Officer directs.

(End of clause)

### **I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), CLAUSES INCORPORATED BY REFERENCE**

The full text of a clause may be accessed electronically at the GSAM website:

<https://www.acquisition.gov/gsam/gsam.html/>

GSAM	TITLE	DATE
552.204-9	Personal Identity Verification Requirements	OCT 2012
552.232-25	Prompt Payment	NOV 2009
552.232-39	Unenforceability of Unauthorized Obligations (FAR Deviation)	FEB 2018
552.232-78	Commercial Supplier Agreements Unenforceable Clauses	FEB 2018
552.239-71	Security Requirements for Unclassified Information Technology Resources	JAN 2012

### **I.4 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS) CLAUSES INCORPORATED BY REFERENCE**

The full text of a clause may be accessed electronically at Defense Procurement and Acquisition Policy website:

[www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html/](http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html/)

DFARS	TITLE	DATE
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted Of Fraud Or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.203-7004	Display of Hotline Posters	OCT 2016
252.204-7000	Disclosure of Information	OCT 2016
252.204-7003	Control of Government Personnel Work Product	APR 1992
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001



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252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	OCT 2016
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	DEC 2019
252.204-7020	NIST SP 800-171 DoD Assessment Requirements	NOV 2020
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.211-7003	Item Unique Identification and Valuation	DEC 2013
252.216-7005	Award Fee	FEB 2011
252.222-7002	Compliance with Local Labor Laws (Overseas)	JUN 1997
252.223-7004	Drug-Free Work Force	SEP 1988
252.223-7006	Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials--Basic	SEP 2014
252.225-7001	Buy American Act and Balance of Payments Program	DEC 2016
252.225-7002	Qualifying Country Sources as Subcontractors	DEC 2016
252.225-7012	Preference for Certain Domestic Commodities	DEC 2016
252.225-7013	Duty-Free Entry	MAY 2016
252.225-7021	Trade Agreements — Basic	DEC 2017
252.225-7040	Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States	OCT 2015
252.225-7048	Export-Controlled Items	JUN 2013
252.225-7975	Additional Access to Contractor and Subcontractor Records (Deviation 2020-O0022)	AUG 2020
252.225-7993	Prohibition on Providing Funds to the Enemy (DEVIATION 2020-O0022)	AUG 2020
252.225-7994	Additional Access to Contractor and Subcontractor Records in the United States Central Command Theater of Operations (DEVIATION 2015-O0013)	MAR 2015
252.225-7995	Contractor Personnel Performing in the United States Central Command Area of Responsibility (DEVIATION 2015-O0009)	JAN 2015
252.227-7000	Non-estoppel	OCT 1966
252.227-7013	Rights in Technical Data - Noncommercial Items. Fill-in: No assertions.	FEB 2014
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation Fill-in: No assertions.	FEB 2014
252.227-7015	Technical Data-Commercial Items	FEB 2014
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7019	Validation of Asserted Restrictions - Computer Software	SEP 2011

## SECTION I – CONTRACT CLAUSES

252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	MAY 2013
252.227-7026	Deferred Delivery of Technical Data or Computer Software	APR 1988
252.227-7027	Deferred Ordering of Technical Data or Computer Software	APR 1988
252.227-7030	Technical Data--Withholding of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2016
252.228-7003	Capture and Detention	DEC 1991
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7023	Continuation of Essential Contractor Services	OCT 2010
252.239-7000	Protection Against Compromising Emanations	JUN 2004
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.239-7010	Cloud Computing Services	AUG 2015
252.242-7005	Contractor Business Systems	FEB 2012
252.242-7006	Accounting System Administration	FEB 2012
252.243-7002	Requests For Equitable Adjustment	DEC 2012
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.244-7001	Contractor Purchasing System Administration	MAY 2014
252.246-7001	Warranty of Data	MAR 2014
252.246-7001	Warranty of Data—Basic	MAR 2014
252.246-7007	Contractor Counterfeit Electronic Part Detection and Avoidance System	AUG 2016
252.246-7008	Sources of Electronic Parts	OCT 2016
252.251-7000	Ordering From Government Supply Sources	AUG 2012
252.251-7001	Use of Interagency Fleet Management System (IFMS) Vehicles and Related Services	DEC 1991

## SECTION J – LIST OF ATTACHMENTS

### **J.1 LIST OF ATTACHMENTS**

<b>ATTACHMENT</b>	<b>TITLE</b>
A	COR Appointment Letter and TPOC Appointment Letter
B	Acronym List
C	Incremental Funding Chart (electronically attached .xls)
D	Award Fee Determination Plan (AFDP)
E	Problem Notification Report (PNR)
F	Removed
G	Trip Report Template
H	Deliverable Acceptance-Rejection Report
I	CCMD Supported Languages List
J	Department of Defense (DD) 254
K	Organizational Conflict of Interest (OCI) Statement
L	Corporate Non-Disclosure Agreement (NDA)
M	Travel Authorization Request (TAR) Template
N	Request to Initiate Purchase (RIP) Template
P	Mission Essential Contractor Services
Q	Extended Work Period Request
R	OCONUS Support Requirements
W	List of GFP per CCMD